

## **HUMAN RESOURCES ANALYST**

### **DEFINITION**

Under general supervision, to perform a variety of professional activities in support of the centralized human resources division including recruitment and selection, job analysis, classification and compensation, employee benefits, and labor relations; to coordinate the work of subordinate staff on assigned projects; to provide direct administrative support to the Human Resources Manager; and to perform related work as required.

### **CLASS CHARACTERISTICS**

This is the entry-level classification within the Human Resources Analyst series. Incumbents in this classification are expected to possess the basic skills and abilities necessary to perform the duties and responsibilities assigned to the classification. Initially under close supervision, incumbents perform the more routine duties while learning City policies and procedures and specific techniques and regulations related to the broad area of human resources. As experience is gained, duties gradually become more diversified and are performed under more general supervision. Human Resources Analysts may provide lead direction to support staff on assigned projects or areas of expertise.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Oversees assigned areas of responsibility working with others in the division to accomplish goals and objectives
- Collects compensation and benefit data and prepares analyses and reports; provides classification, compensation, benefits and other information to other departments and agencies
- Develops and maintains technical expertise in assigned areas of human resources administration including awareness of current laws, regulations and rules
- Learns to research and analyze legislative issues, requirements or new procedures and prepares reports on their impact to division or City operations
- Interprets and applies human resources policies, procedures and regulations
- Prepares comprehensive reports, correspondence and records; maintains complete files and records of work performed
- Confers with and interprets policies, procedures and regulations to City staff and the public
- Attends meetings and may serve on various committees or boards relative to division activities
- Assists in the implementation and monitoring of various programs and policies

## **QUALIFICATIONS**

### **Knowledge of**

- Basic principles and practices of public human resources administration
- Recruitment, selection and job analysis techniques
- Classification, compensation and benefits analysis and administration techniques
- Basic affirmative action and labor relations principles and practices
- Applicable state and federal laws and regulations
- Research and report preparation techniques
- Basic principles and practices of supervision
- Correct English usage, grammar, spelling, punctuation
- Applicable math related to costing, budgeting and funding
- Personal computer hardware and software typically found in a modern office

### **Skill in**

- Designing effective recruitment programs to obtain qualified candidates
- Conducting classification, organization and compensation studies
- Analyzing technical information, evaluating alternatives and making sound, independent judgments within established guidelines
- Interpreting and applying laws, regulations and policies
- Preparing clear, concise and effective written reports, correspondence and other materials
- Maintaining accurate records and files
- Organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines
- Responding appropriately, effectively and promptly to the needs of internal and external customers using principles of good customer service
- Establishing and maintaining a variety of filing, record keeping and tracking systems
- Communicating clearly and concisely both orally and in writing
- Utilizing discretion in the handling and disclosure of confidential information
- Using personal computer software for the successful and efficient completion of assigned responsibilities; maintaining proficiency in the applications used by the division
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree in human resources, business or public administration or a closely related field, and two years of recent, professional human resources experience, preferably in the public sector.

### **LICENSES AND CERTIFICATES**

Possession of a valid California driver's license.

### **PHYSICAL DEMANDS**

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.